

PS 261 PTA -- Executive Board Meeting

January 9th, 2007

In attendance: Pamela Cortijo, Principal Zip Mills, Ann Biddlecom, Audrey Patton, Nancy Melissas, William Moree, Teri Braiewski, Carole Kelly, Elizabeth Jones, Ismene Speliotis, Klara Carames, Juana Lino (spelling?), Marci Rosa, Rachel Godsil and Stephanie Stunbys (spelling?)

Meeting was called to order by Co-President Ann Biddlecom at 6:20 p.m. No changes to the agenda.

Minutes

The minutes of the December 2006 Executive Board meeting was distributed for review prior to the start of the meeting. Corrections were made after the review of the minutes. The amended document was accepted into the records.

Co-Presidents' report

- **We have a new Social Chair, Carla Lino. She was introduced to and welcomed by the Executive Board.**
- **The grant team met on 12/19 to review different grant opportunities. The next step is updating the demographics of the school. Principal Zip will also discuss with our teachers the different types of grants they feel we need for our school.**
- **Rose is pulling together information for the K & 5th grade graduations.**

Treasurer's report

- **The audit committee has been formed and a meeting is scheduled for 1/16. They will take over the review of some of the items which are needed by the insurance company.**
- **The Audit committee will assist in putting data together for the tax returns (we have an extension for filing). They will also do an internal audit of our records.**
- **The spreadsheet is in the process of being updated for the 1/18 general meeting, it will show additional funds deposited as well as any new expenses.**
- **A request for funding of the Broadway show will be brought before the general body. The funds will be replenished by the families who attend the show. Note: The money was advanced by Principal, but we need to replenish the discretionary funds.**
- **The current balance of the account is \$51,268.26. We also had to pay a penalty for the disability (\$650) and worker comp (\$250) insurance. These fees were related to the "old afterschool". Disability was previously paid but the workers comp was paid out of this year's budget.**

Principal's report

- **No new business, however, testing went well. There were no anxiety attacks during the 1st day of testing.**
- **There will be a Quality Review meeting 1/17. More information will be received on this process during this meeting.**
- **Volunteers are needed for the Open House scheduled for 1/17. This is an evening session, looking for some 5th grade volunteers as well.**
- **Question asked: Is there a way parents in different professions can share information on what's the best route for our students? Maybe we can have a career day event or an enrichment cluster. The target would be the 5th grade students early on in the New Year. A committee should be created – Rachel will reach out to 4th grade Parent Rep. Remona.**

School Leadership Team report

- **The SLT members are discussing the upcoming Quality Review and what can be done with the comprehensive education plan.**

Committee reports:

- **After-School Committee report – A meeting is scheduled for 1/16 at 6 p.m. Changes are being made due to classes unfilled classes. In order to break even, each class needs to have a minimum of 15 children. Will discuss this issue in a positive manner during the general meeting. There are 200 kids enrolled on a daily basis, we are fully enrolled. Meeting is pen to all!**
- **Fundraising Committee – the Direct Appeal activities – As of 12/06, \$15,060 has been deposited to the direct appeal! We are close to the \$20,000 goal and we're aiming to surpass the goal and reach \$30,000!**
- **5th Grade Committee – A contract has been signed for the Washington D.C. trip. All students are asked to pay \$350 which covers transportation, rooms and meals. Twenty full scholarships and some partial scholarships are available. Fundraising is going well! Game night I 3/2 – Carnival. Coming soon a tropical bake sale.**
- **By-Laws Committee – A draft has been created, however a couple of areas are still in discussion. E-mail any concerns you may to the committee have prior to the next meeting. The draft will be emailed for our review.**

New business:

- **Dance-a-thon 1/20 from 2-4 p.m.**
- **Proposed social event 2/10 (hosted by Dads). This is not a fundraiser.**
- **Read-a-thon coming in February**
- **Global warming query is on the listserv**
- **PTA Recognition Day – Carla will e-mail information to Board, the due date is 1/12**
- **Clara proposed an activity tag which could be used on the kids backpack. The tag can be customized. Cost is \$3. Will share information with Nadine.**

- **Thank you letters for the Spring Auction was mailed by clara. THANK YOU CLARA!**
- **A camera person is needed for Black History celebration**
- **Reviewed and approved the agenda for the upcoming general meeting.**

Meeting adjourned at 7:33 p.m.

Sincerely,

**Pamela Cortijo
Recording Secretary**